

The following documentation provides information on how to register as a sole proprietor on Georgia Tax Center (GTC).

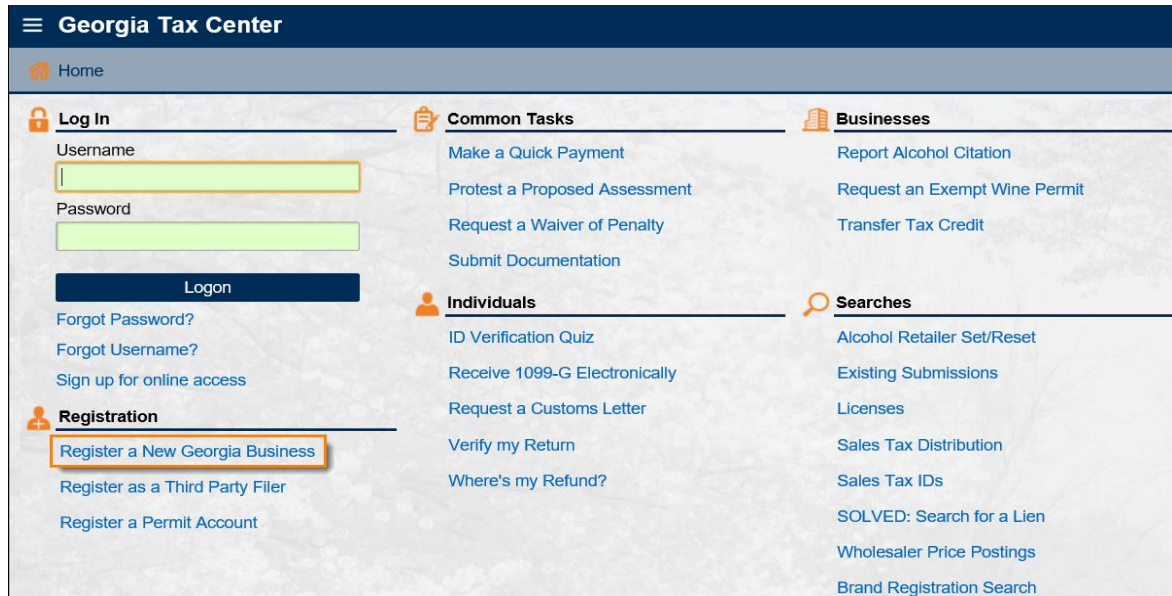
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Register as a Sole Proprietor – No Individual Income Tax Return Filed

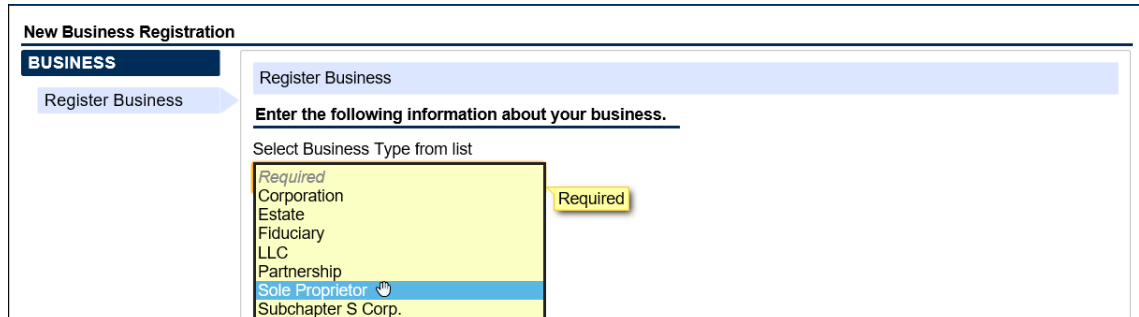
NOTE: Follow the below steps to register as a sole proprietor if you have never filed an individual income tax return with the Georgia Department of Revenue. If you have filed an individual income tax return before, go to [Register as a Sole Proprietor – Registered Individual Taxpayer](#).

1. Navigate to the GTC website (<https://gtc.dor.ga.gov>) and click **Register a New Georgia Business**.



The screenshot shows the Georgia Tax Center homepage. The 'Registration' section on the left has a link for 'Register a New Georgia Business' which is highlighted with an orange box. Other sections include 'Log In', 'Common Tasks', 'Businesses', 'Individuals', and 'Searches'.

2. Select **Sole Proprietor** from the “Business Type” drop-down list.



The screenshot shows the 'New Business Registration' form. The 'BUSINESS' tab is selected. Under 'Register Business', there is a section titled 'Enter the following information about your business.' The 'Select Business Type from list' dropdown menu is open, showing options: Corporation, Estate, Fiduciary, LLC, Partnership, Sole Proprietor (highlighted with a blue bar and a mouse cursor), and Subchapter S Corp. A yellow box labeled 'Required' is next to the dropdown menu.

- Review the information shown, which includes when to use this request and what you will need to complete it. Click the **Next** button.

Home > New Business Registration

New Business Registration

BUSINESS

Register Business

Register Business

Register New Business

Select This Option If:

- You are starting a business in Georgia and:
 - You have not filed a return, or
 - You have not created a tax account.

You may use this to register for the following tax types:

- Adult Entertainment Tax
- Alcohol License
- Composite Tax
- Corporate Income Tax
- Fiduciary Income Tax
- Fireworks Excise Tax
- International Fuel Tax
- Motor Fuel Distributor Tax
- Non-Prepaid 911 Charge
- Prepaid Wireless 911 Charge
- Sales & Use Tax
- State Hotel-Motel Fee
- Tobacco License
- Withholding Misc
- Withholding Misc Film
- Withholding Tax

You Will Need:

- Federal Employer Identification Number (FEIN)** - For corporations, LLCs, partnerships, or other business entities. You can apply for a FEIN through the IRS by clicking [here](#) (opens in new tab).
- Social Security Number (SSN)/Individual Taxpayer Identification Number (ITIN)** - For sole proprietors.
- Name/Address(es)** - Registered business name, location address and mailing address.

Once your registration is processed, you will be able to manage this account and register for additional accounts related to this business.

Cancel Previous Next >

- Provide the requested information. Yellow fields are required, and green fields are optional. Click the **Next** button.

New Business Registration

BUSINESS

Register Business

Register Business

Enter the following information about your business.

Select Business Type from list

Sole Proprietor

Select Id Type from list

Required

Please provide your name.

Select Title from list

First

Required

Middle

Last

Required

Suffix

Doing Business As Name

Cancel Previous Next >

5. Provide the **Business Location Address**.

Provide Address

Enter your business location address.

Select Country from list
USA

Street
Required

Street 2
Required

Select Unit Type from list (Apt, Suite, etc.)

Unit # (if Unit Type is selected)

City
Required

Select State from list
GEORGIA

Zip Code +4
Required

Select County from list
Required

Attention

Address must be verified before continuing.

6. Click the **Verify your address** button to validate the address.

BUSINESS

Provide Address

Enter your business location address.

Select Country from list
USA

Street
1800 CENTURY BLVD NE

Street 2

Select Unit Type from list (Apt, Suite, etc.)
SUITE

Unit # (if Unit Type is selected)
5000

City
ATLANTA

Select State from list
GEORGIA

Zip Code +4
30345-0000

Select County from list
DEKALB

Attention

Verify your address

Address must be verified before continuing.

- Click the red **Unverified** hyperlink on the Address Search pop-up window. Click the Save button.

Address Search

Please note: After clicking unverified, select a verified address if available.

Country: **USA** Multi-Line **Unverified**

Street: **1800 CENTURY BLVD NE**

Street:

Unit Type: **SUITE** Unit #: **5000** City: **ATLANTA**

State: **GEORGIA** Zip: **30345-0000** County: **DEKALB**

Attention:

Save **Cancel**

- If prompted, select a verified address by clicking the applicable **Select this address** hyperlink. If a verified address isn't listed, you can select the address you entered.

Select Verified Address

Verified 1800 CENTURY BLVD NE ATLANTA GA 30345-3202	Select this address
Verified 1800 CENTURY BLVD NE STE [Required] ATLANTA GA 30345	Select this address
Verified 1800 CENTURY BLVD NE STE [Required] ATLANTA GA 30345	Select this address
Verified 1800 CENTURY PL NE ATLANTA GA 30345-4301	Select this address

OK **Cancel**

- Enter and validate a mailing address, if applicable. Click the **Next** button.

Is your mailing address the same as your business address?

Yes **No**

Cancel **< Previous** **Next >**

9. Select the account(s) to register. Click the **Next** button.

New Business Registration

BUSINESS

ACCOUNTS

Select Accounts

Select Accounts

Select the account(s) you are registering.

☐ Adult Entertainment Tax
☐ Alcohol License
☐ Composite Tax
☐ Fireworks Excise Tax
☐ Individual Income Tax
☐ International Fuel Tax
☐ Motor Fuel Distributor Tax
☐ Non-Prepaid 911 Charge
☐ Prepaid Wireless 911 Charge
☐ Qualified Timberland Property
☐ Sales & Use Tax
☐ State Hotel-Motel Fee
☐ Tobacco License
☐ Withholding Tax
☐ Withholding Misc Film

Additional Information

You must register a Sales & Use Tax account if you are registering one of the following account types:

- Adult Entertainment Tax
- Fireworks Excise Tax
- Motor Fuel Retailer
- Motor Fuel Distributor
- Motor Fuel Non-Highway
- Non-Prepaid 911 Charge
- Prepaid Wireless 911 Charge
- State Hotel-Motel Fee

These accounts will share the account start date of the Sales & Use Tax account.

Payments made for the following account types must be paid through ACH Debit:

- Composite Tax
- Corporate Income Tax
- Fiduciary Income Tax
- Individual Income Tax
- International Fuel Tax
- Non-Prepaid 911 Charge

Cancel

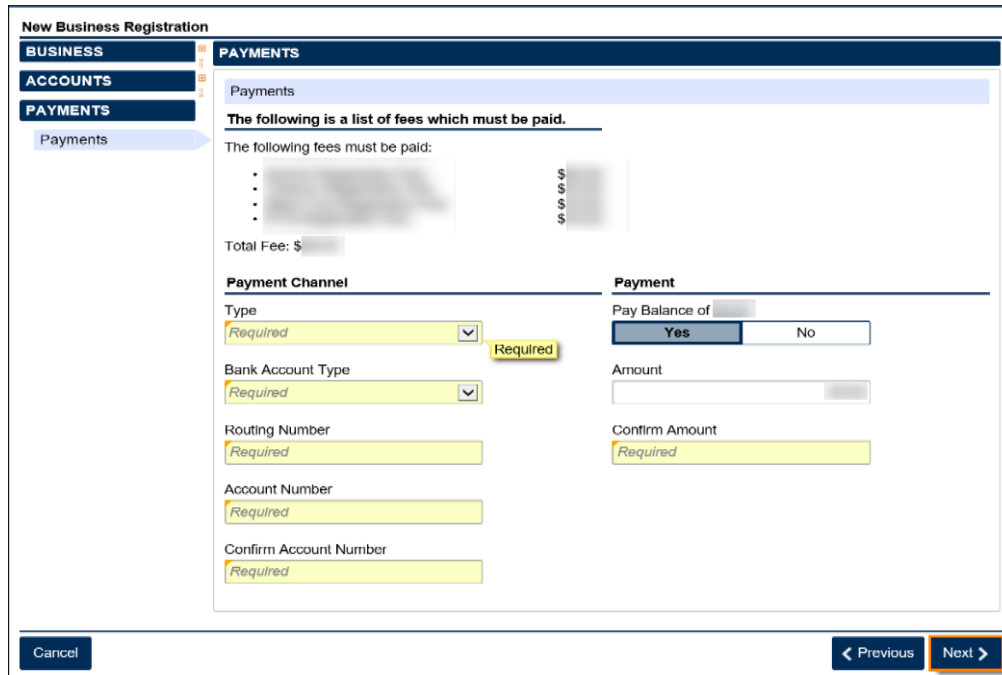
< Previous

Next >

10. The below listed account types will prompt additional questions. Complete each section that appears for the account(s) you selected and click the **Next** button(s).

- Sales & Use Tax
- Withholding Tax
- Withholding Misc Film
- Alcohol License
- Tobacco License
- Motor Fuel Distributor Tax
- International Fuel Tax
- Composite Tax

- Account types that require registration fees or tax payments due at the time of registration will prompt you for payment information. Provide the required information and click the **Next** button.



New Business Registration

BUSINESS | **ACCOUNTS** | **PAYMENTS**

PAYMENTS

Payments

The following is a list of fees which must be paid.

The following fees must be paid:

- [blurred]
- [blurred]
- [blurred]

Total Fee: \$ [blurred]

Payment Channel

Type: [Required] [dropdown]

Bank Account Type: [Required] [dropdown]

Routing Number: [Required] [text box]

Account Number: [Required] [text box]

Confirm Account Number: [Required] [text box]

Payment

Pay Balance of: [blurred]

Yes No

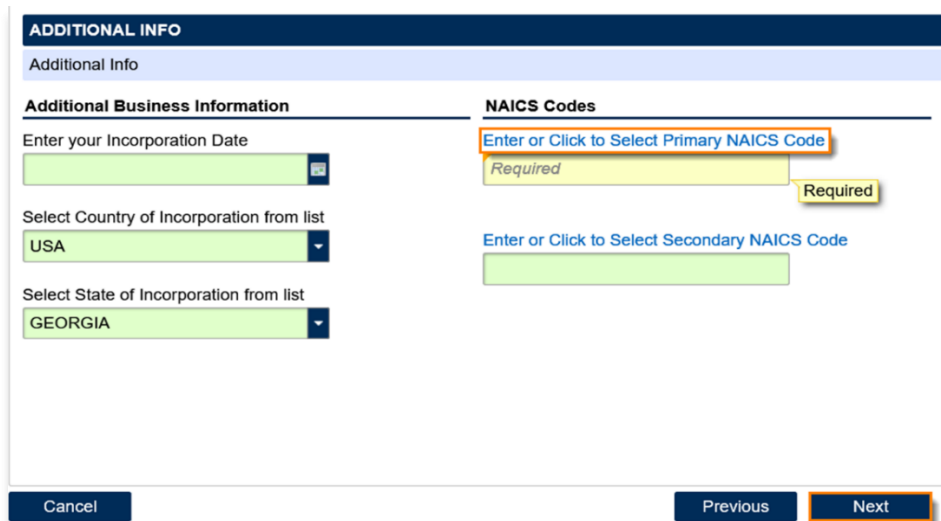
Amount: [text box]

Confirm Amount: [Required] [text box]

Cancel Previous Next

- Complete the Additional Business Information section. Enter your NAICS code. Click the **Next** button.

- If you do not know your NAICS code, click the [Enter or Click to Select Primary NAICS Code](#) hyperlink to search by keyword.



ADDITIONAL INFO

Additional Info

Additional Business Information

Enter your Incorporation Date: [text box]

Select Country of Incorporation from list: USA [dropdown]

Select State of Incorporation from list: GEORGIA [dropdown]

NAICS Codes

[Enter or Click to Select Primary NAICS Code](#)

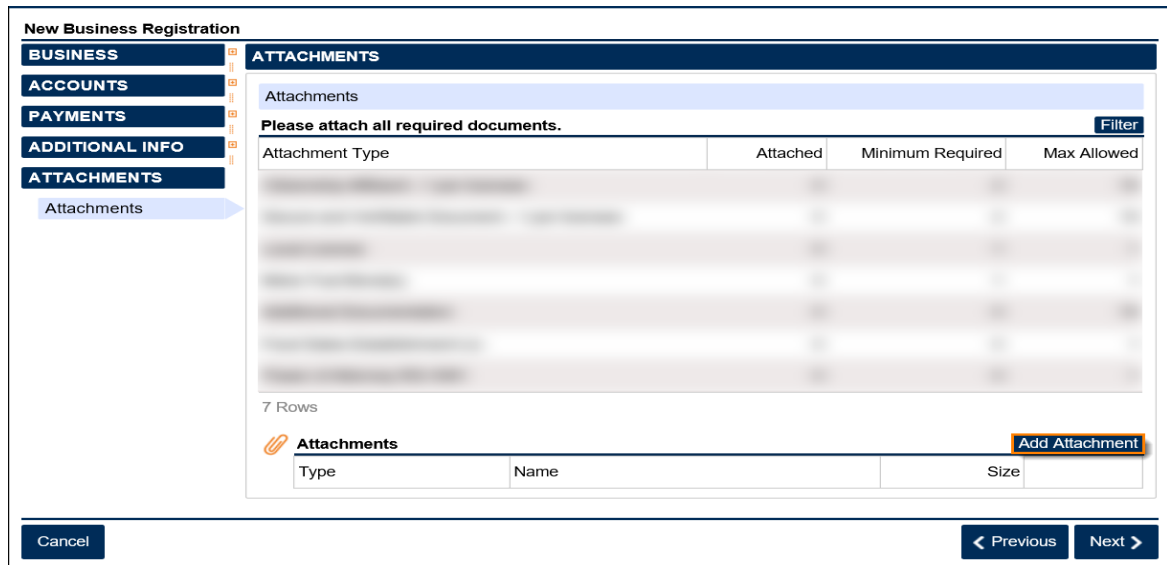
[Required] [text box]

[Enter or Click to Select Secondary NAICS Code](#)

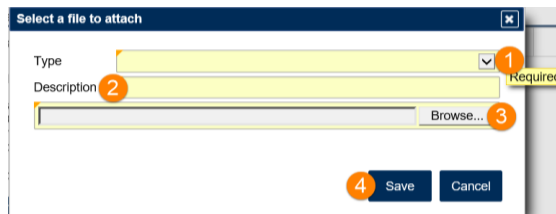
[text box]

Cancel Previous Next

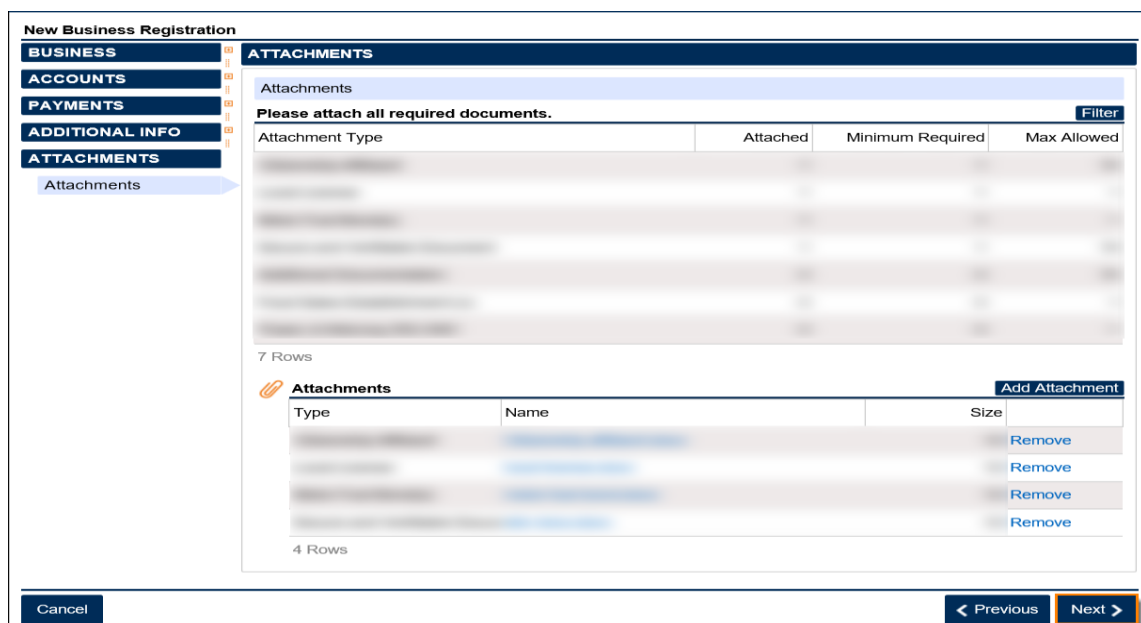
13. Some account types require documents to be submitted at the time of registration. Click the **Add Attachment** button to upload the required documentation.



14. Select the **Type** of attachment. Enter a brief **Description**. Click the **Browse** button to locate the file on your computer. Click the **Save** button.



15. Repeat steps 14 and 15 until all attachments are added. Click the **Next** button.



16. Enter a **Login, Password, Secret Question & Answer**, and **Contact Information** for the person who will be using the login. Click the **Next** button.

LOGIN

Create Login

Enter login information

Login

Required

Password

Required

Confirm Password

Required

In case you forget your password

Select Secret Question from list

Required

Secret Answer

Required

Confirm Answer

Required

Password requirements for a GTC login

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

To protect personal data, the Department encrypts passwords. Once you submit the password and it meets security standards, any password fields will be encrypted and the characters change to 12 dots (or asterisks). If you need to change your password and it has already been encrypted, you may need to clear the password fields or go back a step.

Enter contact information

User's Name

Required

E-mail

Required

Confirm E-mail

Required

Country

USA

Select Phone Type from list

Required

Phone Number

Required

Cancel


Previous

Next

17. Select the preferred **Two-Factor Authentication** method. Click the **Next** button.

LOGIN

Two-Factor Authentication

 **Authentication Options**

Choose your authentication method

Text

Email

Both

Email

Country

USA

Mobile Carrier

Required

Required

Mobile Phone

Required

Currently we do not support SMS messages sent to any country other than the USA. We only support the Service Providers in the Mobile Carrier list. If you are having any issues or believe that the Georgia Department of Revenue should support another service provider then please contact us at 1-877-GADOR11 (1-877-423-6711).

Cancel

< Previous

Next >

18. Review the summary of the request. Click the **Submit** button.

New Business Registration

BUSINESS

ACCOUNTS

ADDITIONAL INFO

LOGIN

New Business Registration

Business Type : Individual

Individual Name :

Social Security # :

Account Type :

Account Type :

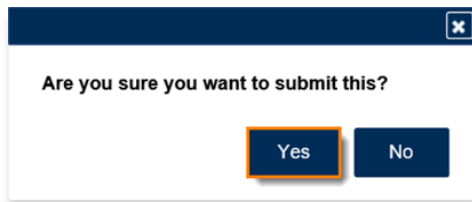
Login :

Cancel

< Previous

Submit

19. Click **Yes** to confirm you want to submit the request.



Are you sure you want to submit this?

Yes No

A confirmation page will appear with the confirmation number for the registration request.

Confirmation

Home

>

New Business Registration

>

Confirmation

Confirmation

Submission Information

Status	Submitted
Confirmation Number	
E-mail	
Submission Title	New Customer Registration
Submitted	19-Dec-2018

Your request has been submitted and will be processed within the next 15 minutes.

Your confirmation code is .

Once your registration is processed, you will be sent an official confirmation email from the Georgia Department of Revenue notifying you that your registration is complete. Your login information for Georgia Tax Center (GTC) and new Georgia Tax Identification Numbers are contained in this email.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

Printable View

OK

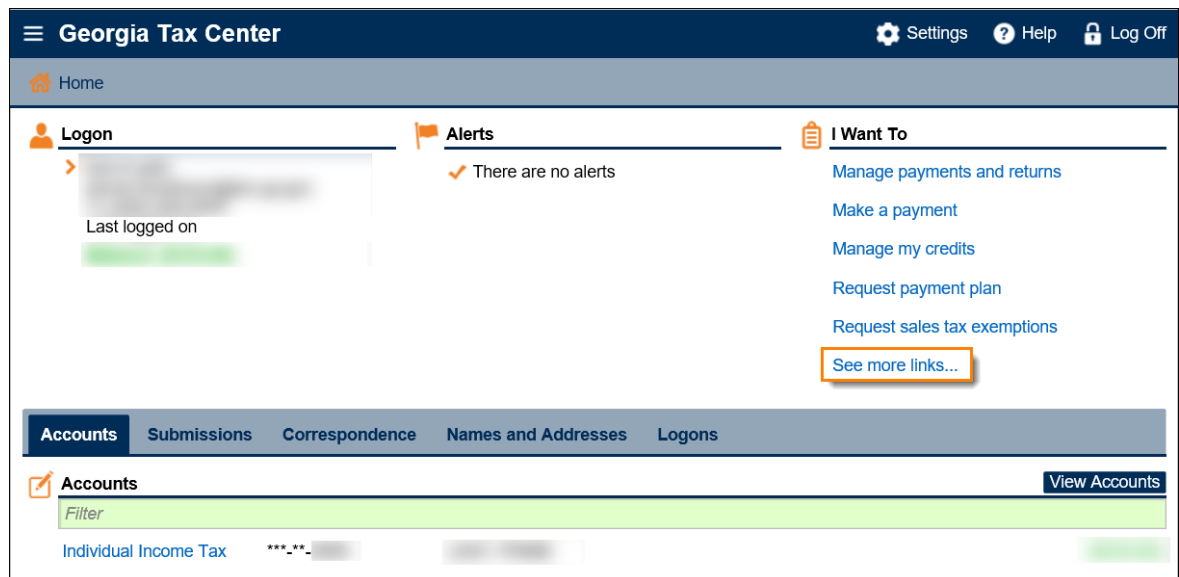
Print Confirmation

Register as a Sole Proprietor – Registered Individual Taxpayer

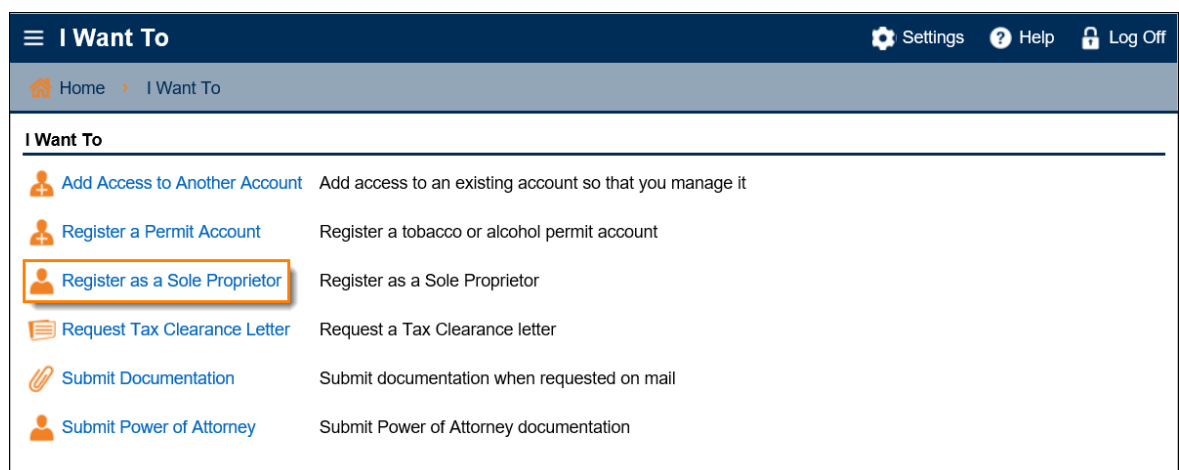
NOTE: You are a registered individual taxpayer with the state of Georgia if you have every filed an Individual Income Tax return with the Department.

To complete these steps, you must have a GTC logon. Instructions for creating a GTC logon can be found on the Department's website: [Sign Up for GTC Access](https://gtc.dor.ga.gov).

1. Navigate to the GTC website (<https://gtc.dor.ga.gov>), and log into your account.
2. On the Home screen, under the **I Want To** section, click the **See more links...** hyperlink.



3. Click **Register as a Sole Proprietor**.




- Confirm you want to register as a sole proprietor by clicking **Yes**. Enter a business description. Click the **Next** button.

[Home](#) > [I Want To](#) > Sole Proprietor Registration

1. Register As Sole Proprietor
2. Summary

Register As Sole Proprietor

 **Register as Sole Proprietor**

"You are someone who owns an unincorporated business by yourself. However, if you are the sole member of a domestic (LLC), you are not a sole proprietor for the purpose of Georgia Taxation."

If you need to register a new business with a structure other than Sole Proprietor, please log out and use the New Business Registration link."

Are you sure you want to register as a sole proprietor?

1 Required

Business Description


2

Cancel
Previous
Next

- Review the summary of the request. Click the **Submit** button.

1. Register As Sole Proprietor
2. Summary

Summary

 **Register as Sole Proprietor**

"You are someone who owns an unincorporated business by yourself. However, if you are the sole member of a domestic (LLC), you are not a sole proprietor for the purpose of Georgia Taxation."

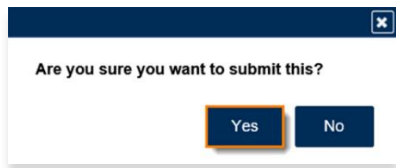
If you need to register a new business with a structure other than Sole Proprietor, please log out and use the New Business Registration link."

Are you sure you want to register as a sole proprietor?


Business Description

Cancel
Previous
Submit

6. Click **Yes** to confirm you want to submit the request.



A confirmation page will appear with the confirmation number for the registration submission. Click the **OK** button.


Confirmation

Submission Information

Ligon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Social Security #	
Submission Title	Register Sole Proprietor
Submitted	31-Jul-2019

Your confirmation number is

Your request has been submitted and will be processed in the order that it was received.

Once your request has completed processing, your access in GTC will be updated to allow you to register business tax accounts. This should only take a few minutes. Please logout and log back into GTC to see your updated access.

Once your access has been updated, use the **Register New Tax Account** link to submit requests for your business tax accounts.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

Printable View

OK

Print Confirmation

The request will only take a few minutes to process. Logout and log back into GTC to see your updated access.









Once your access has been updated, you can submit requests for your business tax accounts by using the **Register a New Tax Account** link under **I Want To**.

I Want To

Settings Help Log Off

Home I Want To

I Want To

-  [Add Access to Another Account](#) Add access to an existing account so that you manage it
-  [Add NAICS](#) Add a NAICS code
-  [Register a New Tax Account](#) Register a New Tax Account
-  [Register a Permit Account](#) Register a tobacco or alcohol permit account
-  [Request Tax Clearance Letter](#) Request a Tax Clearance letter
-  [Submit Documentation](#) Submit documentation when requested on mail
-  [Submit Power of Attorney](#) Submit Power of Attorney documentation
-  [Upload a File](#) Upload a file with return data and supporting documents